

8 March 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Handbook, "Guide to OCD"

1. Subject booklet has apparently been prepared and published by OCD as an intra-office issuance. It apparently however has been given substantial dissemination within the DDI area and may or may not have been given wider Agency distribution.

2. It is apparent from both the Forward to the publication and the introductory sentence, as well as from the general text, that the intended audience is far more extensive than OCD itself. Of greater importance is the fact that it presents a mass of practical information which would be extremely useful to the Agency as a whole. This is particularly true because of the dearth of equivalent material in the Agency regulatory system. For these reasons it is my earnest conviction that this should have been published as a CIA Handbook in accordance with Regulation [REDACTED]

3. I strongly recommend that steps be taken:

a. To incorporate this publication in the Agency Regulations system and thereby ensure proper coordination, official authentication and proper dissemination.

b. To alert the principle officials in the DDI complex so that this publication will not become an example leading to the publication of numerous such issuances.

4. I believe CIA should be alert to detect excessive extension of the intra-office issuances system as circumscribed in [REDACTED]. Failure to do so will lead to disintegration of the single system of official issuances we have tried so hard to establish.

EDE:mj (5 March 54)

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